



## UNITED STATES MARINE CORPS

3D MARINE AIRCRAFT WING, MARFORPAC  
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IN REPLY REFER TO:  
5100  
DOSS  
11 Feb 05

### POLICY LETTER 02-05

From: Commanding General  
To: Distribution List

Subj: COMMANDING GENERAL'S POLICY ON NO-NOTICE SAFETY  
INSPECTIONS

Ref: (a) WgO 3500.1A 3D MAW Operational Risk Management (ORM)  
program  
(b) WgO 3750.15C 3D MAW Aviation Human Factors Councils  
and Boards  
(c) WgO P5100.1D 3D MAW Ground Occupational Safety and  
Health Program

1. Situation. The Commandant of the Marine Corps (CMC) has outlined procedures to meet Secretary of Defense (SecDef) and Marine Corps mishap reduction goals. To assist our Commanders, the following procedures are to be followed to help ensure that we meet these goals.

2. Cancellation. None.

3. Mission. The following procedures will be utilized to increase operational readiness and capabilities throughout the Wing by more efficiently implementing our aviation and operational safety programs.

4. Execution

(a) Commander's Intent and Concept of Operations

(1) Commander's Intent. Per reference (a) through (c), this policy letter will provide guidance for complying with aviation and operational safety procedures at the group and squadron level.

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(2) Concept of Operations

(a) Squadron no-notice inspections will begin 1 February 2005, in earnest. The inspections will be focused on the flying and support squadrons (when applicable) understanding and proper use of Operational Risk Management (ORM) flight schedule worksheets, functionality of Human Factors Board meetings (to included enlisted Marines and Sailors), Enlisted Safety Council functionality, Red Letter dissemination and familiarity, and Web based ORM instruction and mentoring programs. Additionally, the NCO mentorship program and the "team concept" for liberty accountability will be evaluated. The inspections will be conducted and monitored by appropriate Wing- and Group-level inspectors familiar with current requirements and directives.

(b) The goal of these inspections is to educate, familiarize, and disseminate information and policies critical to preservation of assets and personnel and to facilitate the overall safety readiness of deployable units. They are not graded events or report cards. The results will be briefed to squadron and group commanders for situational awareness. All Commanding Officers, as well as all junior Marines and Sailors, are expected to be forthright during these inspections, so that problem areas and resource shortages (should they exist) are discovered and brought to the attention of the respective higher headquarters. The higher headquarters will then assist with resolutions and assistance for the execution of a fully functional safety program.

5. Administration and Logistics. MAW, MAGs, and units will revise all applicable orders, directives and SOPs, as necessary, to reflect the guidance contained in this policy letter.

6. Command and Signal. Point of contact is the Director, Department of Safety and Standardization at (858) 577-6575.



K. J. STALDER

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